

Module 3 – Accessing the eFlex Application

You can access eFlex from any internet browser.

This URL can be used to:

- Request a Logon ID
- Access the eFlex system and submit e-filings to JP Court
- Find important messages from the Court regarding the eFlex system on this sign in page



<https://eflex.courts.delaware.gov/ecf/>

SIGNING ON TO eFLEX

On the Logon Screen, enter your user name and password (case sensitive) and click 'Log In'

The screenshot shows the login interface for the eFiling system. On the left, there is a graphic of a yellow folder, a gavel, and a mouse. The main heading reads "eFiling system for the State of Delaware Judiciary" with "Justice of the Peace Court" underneath. Below this is a "Welcome to EFLEX" message. The "Log In" section contains two input fields for "User Name" and "Password", a "Log In" button, and two links: "Forgot Your Password?" and "Forgot Your User Name?". A "New Users" section below it says "If you have not signed in before, please request a user account." and includes a "Request Account" button. To the right of the login form, there are several informational messages in red and blue text: "DELAWARE STATE COURTS EFLEX FOR ELECTRONIC FILING", "For questions regarding a civil filing, email the court. Visit our website for email addresses.", "Effective March 16, 2020, JP Court 13 moved to a new location.", "For information on e-filing in the Justice of the Peace court, visit Electronic Filing in the Delaware Judiciary.", "Our forms are changing - please check our website for the most up to date documents.", "Review our complete list of reasons a filing can be rejected prior to submission.", "ALL CHECKS SHOULD BE PAYABLE TO THE STATE OF DELAWARE.", "For case specific or technical questions please visit eFlex support contact information.", and at the bottom, "The eFlex system may not be available from 8:30pm -10:00pm Monday - Friday for maintenance."

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FORGOT PASSWORD / USERNAME

If you forget your password, enter your User Name and then click on “Forgot Your Password”. An email will be sent you the email address in your profile. It will contain a temporary password you can use to log in. You will then be prompted to change your password. See Module 31 ‘Forgot Password or User Name’ for more details.

If you forget your Username click ‘Forgot Your Username?’ and it will prompt you for your email. See Module 31 ‘Forgot Password or Username’ for more details.

